

# CLARK K. JEFFERSON, CMA

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OPERATIONS MANAGEMENT / SR. FINANCIAL EXECUTIVE LEADER

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Date:

Name of Interviewer

Title

Company Name

Address

City, State Zip

Dear Name of Interviewer:

Today's economy requires exceptional senior operating and financial management executives who possess a unique blend of leadership, vision, broad-based experience, and the ability to deliver superior results. I am that person.

Throughout my career I have utilized my leadership, planning, and financial skills to consistently increase revenues, reduce costs, and drive financial and operational deliverables. As my résumé demonstrates, I am:

- **A highly accomplished and focused global Sr. Financial Executive with proven competencies in strategic financial planning and expertise in Operations Management. Fosters productive partnerships with internal stakeholders and clients, resulting in the attainment of corporate goals.**
- **Noted for strong leadership, team building and motivational training and coaching. Proactive with total commitment to streamlining operations and controlling costs. Focused on values, corporate objectives, and strategic planning to directly impact the success, growth, and profits of a business.**
- **Recognized by peers, subordinates, and senior leadership for tenacity and the ability to gracefully handle the dynamics of a rapidly changing environment. Serves as a collaborative business partner; excellent communicator with the ability to present financial reporting to target audiences in an easily-understood format.**

My success is due, in part, to my ability to communicate with others. It has enabled me to harness the potential of all levels of employees and motivate them to achieve superior results. Additionally, I am focused on values, corporate objectives, and strategic planning to directly impact the success, growth, and profits of the business.

As I am currently seeking new challenges as a senior executive, I would appreciate the opportunity to discuss your needs and my potential contributions.

Sincerely,

Clark K. Jefferson, CMA